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Economic and Social Council

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Eleventh United Nations Conference on the Standardization of Geographical Names
New York, 8-17 August 2017

Documentation for the Conference

Note by the Secretariat

I. Deadline and language of documents

1. The official languages of the United Nations, namely, Arabic, Chinese, English, French, Russian and Spanish, will be the official languages of the Conference. Since the facilities for the translation and reproduction of documents at the conference site will be limited, Governments are asked to forward to the Secretariat, at their earliest convenience but not later than 29 May 2017, digital documents prepared in support of items on the provisional agenda of the Conference.

2. It is vital that Governments and experts comply with the above-mentioned deadline so that their papers may be officially issued and made accessible, before the convening of the Conference, on the website of the United Nations Group of Experts on Geographical Names (http://unstats.un.org/unsd/geoinfo/UNGEGN/conferences.html).

II. Formatting and presentation of documents

3. Documents may be e-mailed to the secretariat of the Group of Experts (see addresses below) in either Microsoft Word or portable document format (PDF). It is essential that documents be kept to a reasonable length, not exceeding 10 pages. The related resolution and the item of the provisional agenda (E/CONF.105/1) under which the paper is to be considered should also be indicated. To meet the session schedule, some documents may need to be considered for information rather than for presentation.

4. Each document longer than one page should be accompanied by a summary, which should not exceed half a page and should be provided at the beginning of the text. Documents will be distributed in the official language(s) of the United Nations

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in which they are received, and summaries will be translated and distributed in the other official languages. Please note that acronyms and abbreviations must always be spelled out the first time they appear: in cases where a large number of acronyms and abbreviations are used, they should be presented in a list at the beginning of the document.

5. Prior arrangements must be made with the Secretariat for any special presentation that requires a computer projector (for example, PowerPoint) or other audiovisual equipment.

III. National reports

(Item 5 of the provisional agenda)

6. In accordance with resolution 7 of the Fifth United Nations Conference on the Standardization of Geographical Names, Governments are requested to adhere to the following guidelines in drafting their national reports on progress made since the Tenth United Nations Conference on the Standardization of Geographical Names. National reports should include the following:

(a) A one-page summary outlining the main issues discussed;

(b) Background information or a historical sketch (only for countries that did not present national reports at previous conferences);

(c) A discussion of goals and national programmes;

(d) A discussion of problems, solutions and achievements during the reporting period;

(e) Conclusions and recommendations.

7. Some information on national standardization may be more appropriately submitted as separate papers for discussion under other agenda items.

IV. Report of the Conference

8. A report of the Conference will be issued. Technical documents received by the deadline will be made available on the website of the Group of Experts.

9. Correspondence should be addressed to the following official in the secretariat of the Group of Experts:

Cecille Blake
Statistics Division
Department of Economic and Social Affairs
2 United Nations Plaza, DC2-1678
New York, NY 10017
United States of America
E-mail: blake1@un.org

10. Courtesy copies of correspondence should also be addressed to Vilma Frani at frani@un.org.